GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Revised Information – Published - Orders – Issued.

YOUTH ADVANCEMENT, TOURISM AND CULTURE (OP) DEPARTMENT

G.O.RT.No. 212 **Dated: 24-06-2019**

Read the following:

1. The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act) Published in Gazettee of India (Extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, dt.30-8-2005.
3. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt.20.11.2008.
4. G.O.Rt.No.569, YAT&C (OP) Department, dt.21.08.2014.
5. G.O.Rt.No.250, YAT&C (OP) Department, dt.21.09.2015.
6. G.O.Rt.No. 6, YAT&C (OP) Department, dt.08.01.2016.

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O R D E R :

Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section and shall be updated every year.

2. Now, therefore, in compliance of the above statutory obligation, revised information in respect of Youth Advancement, Tourism and Culture Department is herewith published as noted in the Annexure to this order. The said information shall be updated once in a year as per clause 17 of 4(1)(b).

3. The information is available on the website http://www.aponline.gov.in/"

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B.A.V.P. KUMARA REDDY
DEPUTY SECRETARY TO GOVERNMENT

To
All Officers in YAT&C Department.
All Head of Departments under the Administrative control of YAT&C Department.
The General Administration (I & PR.II) Department.
The General Administration (GPM & AR) Department
Copy to :
All Sections in the Department
P.S. to Principal Secretary to Government, YAT&C Dept.,
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

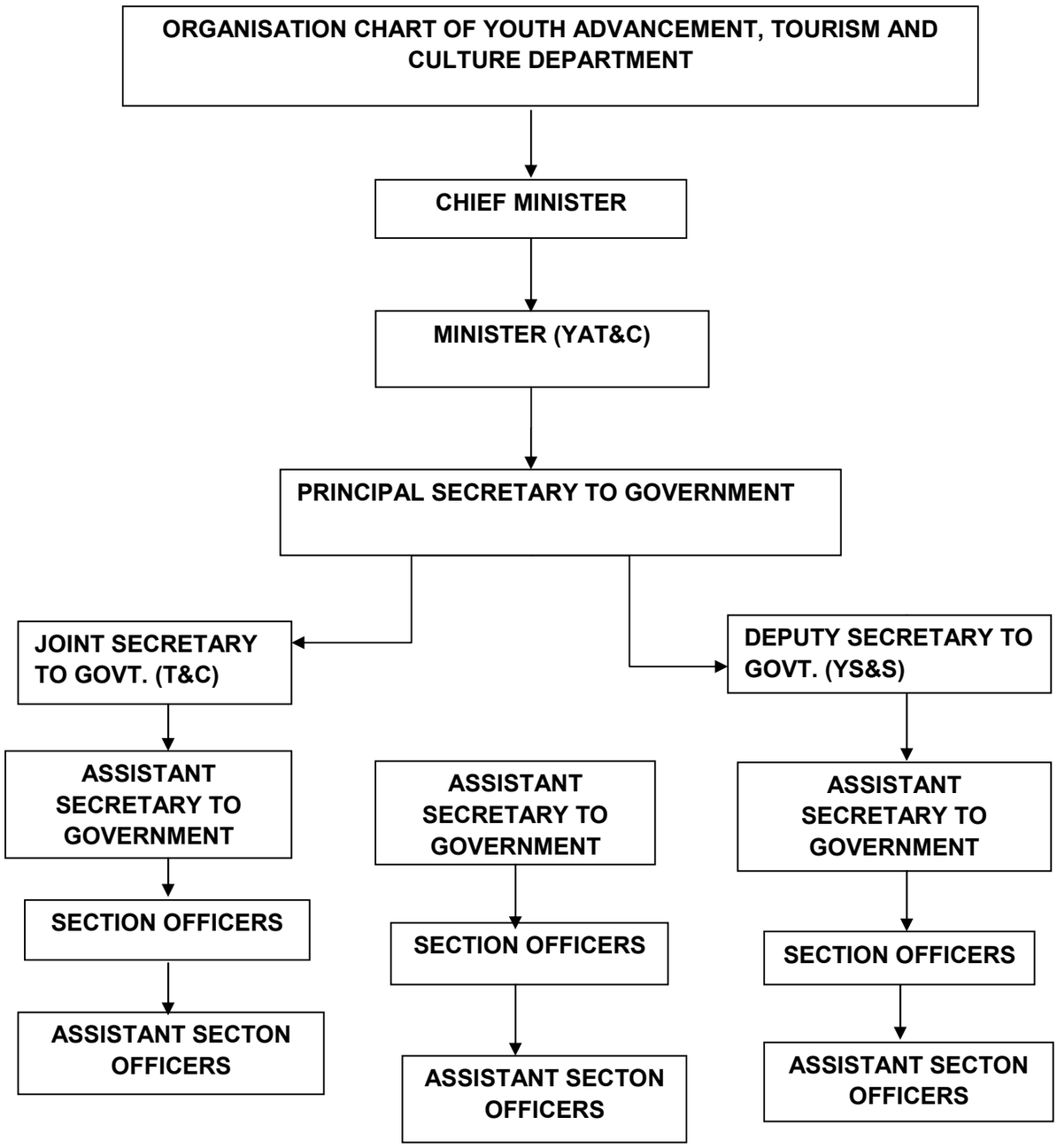
YOUTH ADVANCEMENT, TOURISM AND CULTURE DEPARTMENT

A.P. SECRETARIAT

RTI ACT, 2005

SECTION 4(1)(b)

ITEM No - I The Particulars of its organization functions and duties:-



(Contd….2)

ITEM No – II POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES

1. The Principal Secretary to Government :

(1) A Secretary to the Government of Andhra Pradesh is the administrative head of the Secretariat Department or its wing, who is the Principal adviser to the Minister on all matters of policy and administration within the Secretariat Department.

(2) Officers of the secretariat in a department, and one or more heads of departments may report to a Secretary.

(3) A Secretary is usually assisted by one or more Mid-Level Officers in the secretariat.

2. The Mid-Level Officer :

(1) The Secretary may delegate his powers to a Mid Level Officer under his control.

(2) The Secretary is, however, responsible for monitoring the exercise of powers by the Mid-Level Officers.

3. The Assistant Secretary to Government:

(1) The AS exercises control over the sections placed in his charge both in regard to dispatch of business, and in regard to efficient administration.

(2) The Secretary designates an Assistant Secretary as in-charge of office procedure.

(3) The Office Procedure (OP) consists of

(i) Establishment - all the personnel matters relating to the staff of all grades, and

(ii) Office Management - vehicles, communication, office supplies, procurement of bills, tappal and such other matters relating to providing support to the staff.

4. The Section Officer:

The functions of SO are as follows.

(1) dispose business allotted to him as per SOM;

(2) prioritize the work;

(3) prepare important proposals and deal with important papers by himself in e-office at short notice;

(4) ensure accuracy of notes/drafts and the correctness of facts in them;

(5) ensure that no personal opinions or views are expressed;

(6) Assist in the preparation of ‘note for circulation’ / ‘note for opinions’;

(7) answer to the officers above him in the hierarchy viz., Assistant Secretary, Mid-Level Officer and Secretary in that order;

(8) keep a tab on timely movement of all the files under circulation or sent to superior officers and if needed personally meet secretary;

(9) ensure that multiple files are not opened for the same case/ class of cases;

(10) distribute the work assigned to him to the ASOs under his control with the approval of the Secretary/MLO;

(11) train ASOs under his control; and

(12) maintain discipline in his section.

5. The Assistant Section Officer:

(1) An ASO performs the role of SO for the subjects allotted to him in so far as business disposal is concerned.

(2) The functions of an ASO are as follows.

(i) Assist the SO;
(ii) Keep custody of files;
(iii) draft and reference communications/ files in e-office by himself at short notice;
(iv) dispose cases entrusted to him immediately upon receipt of current;
(v) perform the role of SO if needed; and
(vi) maintain personal register, reminder dairy, call book, periodicals and other registers;

(3) Typist Cum Assistant attends work entrusted to him by the SO which may include the work of an ASO.

(4) The functions of other specialised staff heading units/ wings etc. will be specified by the departments concerned.

6. Typist-cum-Assistant:

The TCA Assist the Section.

7. The Personal Staff :

The Private Secretary/ Special Category Steno /Senior Steno/ Junior Steno shall attend to the following work for the officer to whom they are attached.

(1) monitor timely disposal of files by the officer;

(2) attend personal files of the officer;

(3) supervise other peshi staff ;

(4) maintain fuel coupons/ vehicle log books;

(5) prepare monthly diary of the officer;

(6) other works entrusted to them by the officer.

1. **O.P Section**

ASO-I All service matters relating to Officers, and staff including Class-IV working in Youth Advancement, Tourism and Culture Department such as Appointments, postings and transfers, Regularizations of services, sanction of leave, Pay fixations, release of increments, sanction of pension and other retirement benefits, medical reimbursements, and training of personnel. Accommodation to Officers and staff.

ASO-II All non-service matters of Youth Advancement, Tourism and Culture Department including matters pertaining to loans and Advances, such as – Budget of Youth Advancement, Tourism and Culture, Secretariat, Reallocation of budget on loans to Youth Advancement, Tourism and Culture Secretariat and HODs. Sanction of loans and advances viz., HBA, MCA, Marriage Advance, Education Advance, Festival Advance, Cycle Advance and other loans and advances to staff and Officers. Purchase and supply of stationery and non-stationery items. Maintenance of all Registers like Registers on Furniture, Computers etc., Office Stores and Equipment and Inventory Registers, Telephones, Vehicles, preparation of pay bills, supplementary bills and bills for claiming loans and advances and other bills. Maintenance of Impress Cash book. Contingent expenditure. Attendance Registers. Recoveries in respect of LIC, Co-Operative Society Ltd., etc., and their remittance in the concerned office. Reconciliation of expenditure figures with PAO/AG Office. Preparation of number statements.

2. Tourism Section:

A.S.O -I All service matters relating to Tourism, Directorate of Tourism, Andhra Pradesh Tourism Development Corporation Ltd., Tourism Policy etc.,

A.S.O II - All matters relating to Govt. funded Tourism Projects including Central Finance Assistance (CFA) Projects, 13th & 14th Finance Commission Projects of Tourism, HRD Institutions like SIHM, Tirupati, Kakinada, ICI Tirupati, IITM, Nellore etc.,

T.C.A. – Assisting the Section subjects.

3. PMU Section:

A.S.O - All matters of PMU including establishment, budget, Audit and miscellaneous matters attached to PMU wing.

4. Culture & Coordination Section:

A.S.O - I All matters related to Department of Culture.

A.S.O -II Coordination and consolidation, online CM Petetion monitoring, Meetings.

5. Sports & Youth Services Section:

A.S.O -I All matters relating to Sports Authority of Andhra Pradesh & AP Sports School and other miscellaneous related subjects.

A.S.O - II All matters relating to Youth Services, STEP and NCC.

6. Heritage & Official Language:

A.S.O.I- All the matters pertaining to Archaeology & Museums.

A.S.O.II- All the matters pertaining to Official Language.

7. Tappal Section: Implementation of e-Office.

8. Inspecting Officers (Culture):

Inspects the implementation of Official language (Telugu) in administration in all departments as per the schedule and furnishes the report to Government.

(VII). THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPELEMNTATION THEREOF:

The following are the Heads of Departments working under the control of Youth Advancement, Tourism and Culture Department, they help in policy matters.

1. Commissioner of Archaeology and Museums.
2. The Chief Executive Officer, Andhra Pradesh Tourism Authority.
3. Deputy Director General, National Cadet Corps.
4. Commissioner of Youth Services & Managing Director, Andhra Pradesh Society for Training and Employment Promotion (APSTEP).
5. The Chief Executive Officer, A.P. State Creativity & Culture Commissioner.
6. The Vice Chairman & Managing Director, Sports Authority of Andhra Pradesh.
7. The Managing Director, Andhra Pradesh Tourism Development Corporation Ltd.,
8. The Chief Executive Officer, Andhra Pradesh Shilparamam Arts, Crafts & Cultural Society.

(VIII). A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESIBLE FOR PUBLIC

-Nil-

(IX). A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl.No	Name of the employee (Sri/Smt./Kum.)	Designation	Phone No.
1	Sri K. Praveen Kumar, IAS.,	Principal Secretary to Government,	7729012233
2	Sri P. Srinivasulu	Joint Secretary to Government	7331142802
3	Sri B.A.V.P. Kumara Reddy	Deputy Secretary to Government	9849908581
4	Sri Ch. Vijaya Kumar	Assistant Secretary to Government	7331142804
5	Sri M.T.R. Prasad	Assistant Secretary to Government	7331142803
6	Sri T.S.R. Prasad	Assistant Secretary to Government	7331142805
7	Smt. A. Lakshmi Kumari	Inspecting Officer	7331142812
8	Smt. M. Jaya Lakshmi	Section Officer	7331142808
9	Smt. A. Sujatha	Section Officer	7331142807
10	Smt. R.K. Vijayalakshimi	Section Officer	7331142810
11	Smt. V. Vidyullatha	Section Officer	7331142806
12	Sri Ch.V. Sudhakara Rao	Section Officer	7331142801
13	Sri G. Bala Subramanyam Kumar	Private Secretary to Prl. Secy. to Govt.,	9963946780
14	Sri B. Rama Gopal	Assistant Section Officer	6305589090
15	Sri Y. Harinath Reddy	Assistant Section Officer	9912501322
16	Smt. K. Vijaya Lakshmi	Assistant Section Officer	9959183725
17	Smt. R. Rama Devi	Assistant Section Officer	8247245881
18	Sri C. Varaprasad	Assistant Section Officer	7702215266
19	Smt. S. Neelima	Assistant Section Officer	9491949322
20	Smt. V. Asha	Typist-cum-Assistant	9100224610
21	Sri Mahaboob Khan	Office Sub-ordinate	8106788605

(X). THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM FOR COMPENSATION AS PROIDED IN ITS REGULATIONS.

Sl.No	Name of the employee (Sri/Smt./Kum.)	Designation	Monthly emoluments Rupees
1	Sri K. Praveen Kumar, IAS.,	Principal Secretary to Government,	Rs. 2,95,936/-
2	Sri P. Srinivasulu	Joint Secretary to Government	Rs. 1,14,285/-
3	Sri B.A.V.P. Kumara Reddy	Deputy Secretary to Government	Rs. 1,00,082/-
4	Sri Ch. Vijaya Kumar	Assistant Secretary to Government	Rs. 1,10,305/-
5	Sri M.T.R. Prasad	Assistant Secretary to Government	Rs. 1,10,230/-
6	Sri T.S.R. Prasad	Assistant Secretary to Government	Rs. 1,09,604/-
7	Smt. A. Lakshmi Kumari	Inspecting Officer	Rs. 1,05,303/-
8	Smt. M. Jaya Lakshmi	Section Officer	Rs. 93,228/-
9	Smt. A. Sujatha	Section Officer	Rs. 64,799/-
10	Smt. R.K. Vijayalakshimi	Section Officer	Rs. 98,179/-
11	Smt. V. Vidyullatha	Section Officer	Rs. 73,943/-
12	Sri Ch.V. Sudhakara Rao	Section Officer	Rs. 61,751/-
13	Sri B. Bala Subramanyam Kumar	Private Secretary to Prl. Secy. to Govt.,	Rs. 63,523/-
14	Sri B. Rama Gopal	Assistant Section Officer	Rs. 56,225/-
15	Sri Y. Harinath Reddy	Assistant Section Officer	Rs. 56,225/-
16	Smt. K. Vijaya Lakshmi	Assistant Section Officer	Rs. 43,923/-
17	Smt. R. Rama Devi	Assistant Section Officer	Rs. 49,086/-
18	Sri C. Varaprasad	Assistant Section Officer	Rs. 50,436/-
19	Smt. S. Neelima	Assistant Section Officer	Rs. 39,818/-
20	Smt. V. Asha	Typist-cum-Assistant	Rs. 28,253/-
21	Sri Mahaboob Khan	Office Sub-ordinate	Rs. 21,670/-

XI). The budget allocated to each of its agency indicating the particular of all plans proposed, expenditures and reports on disbursements made:

There are eight Heads of Departments under the administrative control of Youth Advancement, Tourism and Culture Department which send proposal on budget including details of plan and non-plans accordingly Youth Advancement, Tourism and Culture Department allocates the yearly budget to the Heads of Departments with the concurrence of Finance Department. The total Vote on Account budget of Youth Advancement, Tourism and Culture Department for 2019–20 (April, 2019 to July, 2019).

under demand **Vote on Account (Sports and Youth Services)** is as follows:

Rs. 50,483.60 Lakhs

Under Demand **Vote on Account** (**Tourism, Art and Culture)**:-

Rs. 12,090.73 Lakhs

Grand Total (Demand Vote an Account) = Rs. 62,574.33 Lakhs.

The following are the Heads of Departments working under the control of Youth Advancement, Tourism and Culture Department:

1. Commissioner of Archaeology and Museums.
2. The Chief Executive Officer, Andhra Pradesh Tourism Authority.
3. Deputy Director General, National Cadet Corps.
4. Commissioner of Youth Services & Managing Director, Andhra Pradesh Society for Training and Employment Promotion (APSTEP).
5. The Chief Executive Officer, A.P. State Creativity & Culture Commissioner.
6. The Vice Chairman & Managing Director, Sports Authority of Andhra Pradesh.
7. The Managing Director, Andhra Pradesh Tourism Development Corporation Ltd.,
8. The Chief Executive Officer, Andhra Pradesh Shilparamam Arts, Crafts & Cultural Society.

(XII). The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

\- NIL -

(XIII). Particulars of recipients of concessions, permits or authorizations granted.

\- NIL -

(XIV) Details in respect of the information, available to or held by it, reduce in an electronic form.

The detailed information on the Youth Advancement, Tourism and Culture Department is available on Govt. Websites viz., www.aponline.gov.in.

(XV). The particulars of facilities available to citizens for obtaining information, including the workings of a library or reading room, if maintained for public use.

Citizens may visit Secretariat Office between 15.00 hours to 17.00 hours and Contact Public Information Officers and Assistant Public Relation Officer in the Secretariat.

CHAPTER 17

(XVI) The names, designations and other particulars of the Appellate Authorities and Public Information Officers:-

SI.No.	Name of the Authority Designated as	Phone No. & Address	Sections allotted
1.	Sri P. Srinivasulu, Joint Secretary to Government 1st Appellate Authority	R.No. 276, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Tourism, Culture & Co-ordination, Heritage & Official Language and PMU
2.	Sri B.A.V.P. Kumara Reddy, Deputy Secretary to Government 1st Appellate Authority	R.No. 278, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Sports & Youth Services, NCC and OP
3.	Sri Ch. Vijaya Kumar, Assistant Secretary to Government Public Information Officer	Hall No. 272, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Sports & Youth Services, NCC and OP
4.	Sri M.T.R. Prasad Assistant Secretary to Government, Public Information Officer	Hall No. 272, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Tourism, Culture & Co-ordination, Heritage & Official Language

(XVII). Such other information as may be prescribed: -

- Nil –

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